

Executive Registry
79-1400

5 June 1979


DD/A Registry
File Meetings

MEMORANDUM FOR: Morning Meeting Attendees

SUBJECT : Special Topic Staff Meetings

1. At the regular Staff Meeting on 5 March 1979 it was decided that emerging topics of special interest be presented -- briefing and discussion -- at a separate session, preferably on Tuesdays or Thursdays.

2. On 14 June at ^{0845 per Barbara Pinder} 0800 hours the Director of Personnel will present two topics: CIA Retirees and Campus Recruitment. Each presentation is planned for 30 minutes, including 15 minutes for discussion.



B. C. Evans
Executive Secretary

STAT

Distribution:

- O/DCI
- O/DDCI
- ✓DD/RM
- ✓DD/CT
- ✓DD/NFA *Already know about change.*
- ✓DDO
- ✓DDS&T
- ✓GC
- ✓LC
- ✓IG
- ✓Comptroller
- ✓D/PA
- ✓D/Personnel

Orig - O/DCI
1 - Each as above
1 - ES Chrono
1 - ER

ES  cs (5 June 79)

TRANSMITTAL SLIP		DATE JUN 1979
TO: Mr. Wortman		
ROOM NO.	BUILDING	
REMARKS:		
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FROM: DD/Pers/R&P		
ROOM NO.	BUILDING	EXTENSION

Recruiting on College Campuses

Deputy Dir.
Recruitment &
Placement

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I. Scope

- A. 3,600 U.S. colleges and universities
- B. 800 have disciplines of interest to CIA
- C. 335 campus recruiting trips in FY 1978
- D. Contact by letter those not visited
- E. Agency offices recommend schools

II. Procedure

- A. Referrals made by campus contacts
 - 1. Placement director if principal contact
 - 2. Other contacts -- faculty members, department heads, graduate school advisors, minority affairs officers
 - 3. Distribute recruitment materials
- B. Advertising in campus newspapers
- C. Brief classes and student clubs
- D. Attend career days

III. Status

- A. Re-entry on campus
 - 1. Concentrate on college campuses
 - a. Sign-up interviewing used for hard-to-find categories
 - 2. Referrals from liberal arts departments sufficient
 - a. Sign-up interviews did not improve quality
 - b. May contribute to increase in anti-CIA demonstrations
- B. Using Employees to Recruit on Campus
 - 1. Employees often accompany recruiters
 - 2. Serves two purposes:
 - a) Recruiting is facilitated
 - b) Recruiter learns more about the specific occupation
 - 3. New Auxiliary Recruiter Program will use retirees

C. Experienced vs. Campus Applicants

1. Hiring needs dictate recruitment source
2. Majority of professional openings are entry-level
 - a. Colleges and universities therefore most likely source
3. Growing needs for experienced applicants
4. Therefore, have:
 - a. Begun to use professional associations
 - b. Advertise

D. "Blitz" Recruiting

1. Not considered practical approach because
 - a. Space needed for interviewing on campuses is limited
 - b. Placement Directors do not approve of large groups of recruiters
 - c. One or two recruiters optimum size of team
 - d. Results in large numbers of unqualified candidates
 - e. Could provoke anti-CIA demonstrations
 - f. Not done by other employers

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Next 2 Page(s) In Document Exempt

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Decision-Making Time

Old System 90 days to reject

Parallel System (Nov-Mar) 163 days to reject

New System 14 days to reject if no interest
 33 days to reject if one office interested
 52 days to reject if two offices interested
 71 days to reject if three offices interested

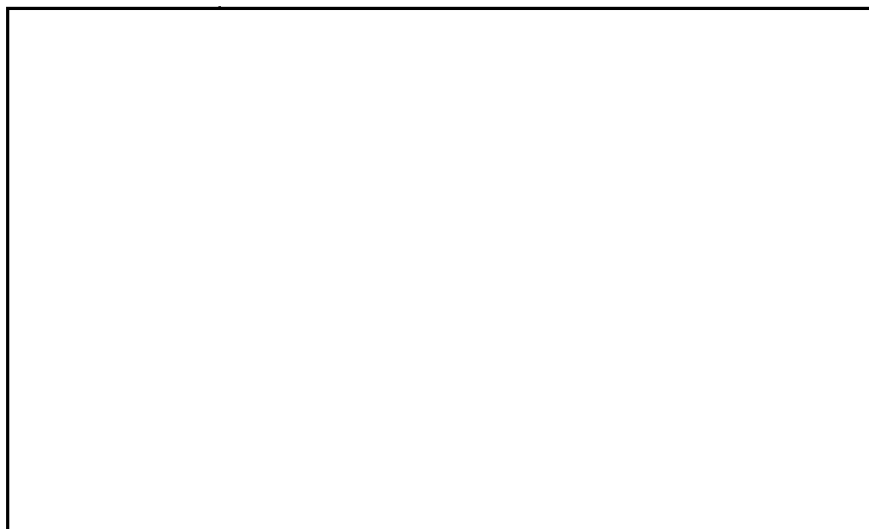
Delinquent files reduced from 225 to 150 (average)

Need sanctions to secure further reduction

Processing Time - (Days)

	<u>Skills Bank to Pers. Action</u>	<u>Clearance Time</u>	<u>Clearance to EOD</u>	<u>Total</u>
1st Half FY 1978	53	78	47	178
1st Half FY 1979	46	85	42	173

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Recruiters

White Males

52%

White Females

24%

Black Male

24%

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FILES RECEIVED IN SKILLS BANK

